
Case Disposition for Adoption Proceedings

Case disposition occurs at the **Edit Event** screen. All dispositions are entered at the **Edit Event** screen and are counted on the **Quarterly Caseload Report**, therefore it is important that cases are disposed and entered correctly and timely to correspond with the 2005 Caseload Time Guidelines.

TCS allows the user numerous options to create events. It is up to the user to determine the processing that works best for them.

The following pages will detail the various ways to create events. There is no right or wrong way, it is a matter of which process is the most efficient for you.

The four options used to create events are as follows:

- Option #1** Enter ADE (Add Adoption Event) and the case number, then press <ENTER> .

- Option #2** Enter EVT (then the case number, then <F6> to create.

- Option #3** Enter ADC (Work with Cases) then "E" next to the case number, then <F6> to create.

- Option #4** Enter ADN (Work with Adoption Names), then "C" for cases, then "E" next to the case number, then <F6> to create.

The next few pages will take you through case disposition, beginning at the name level, through to the event.

Case Disposition for Adoption Proceedings

Step #1

From any screen, enter ADN (Adoption Name) and press <ENTER>. You will be returned to the **Work with Names** screen.

MITTSJ37 UCHRD FK UCSGEN Environment TEST 5/19/04
Work with Names
* Adoptions *
Next: ADN Case: _____ Court: P 13 13
Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info
J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts
Name: _____
Name GDR R DOB SSN City
- ADAMS, FRED, U WA 3/11/1943 145-73-4098 EATON RAPID
- ADAMS, FRED, M WA 3/23/1970 123-45-6789
- ADAMS, FRED, M WA 9/19/1934 LANSING
- ADAMS, FRED, M WA 1/01/2000 MT. PLEASANT
- ADAMS, STEVE, U
- ADOPTION, FIRST, 1/01/2000 LANSING
- ADOPTION, NAME, TEST, STATUS M
- ADOPTION, SECOND, U 5/01/2000
- ADOPTION, TEST, ES U
F3=Exit F6=Create F13=Cmnds F16=Calc
1902 - Session successfully started \\SCAO\1N6SQL5 on Ne03:
Start A B C QuarkPress ... Novell Group... 4:13 PM

Step #2

Search for the name by entering the Lastname,Firstinitial and pressing the <ENTER> key.

MITTSJ37 UCHRD FK UCSGEN Environment TEST 5/19/04
Work with Names
* Adoptions *
Next: ADN Case: _____ Court: P 13 13
Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info
J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts
Name: BENNETT, B
Name GDR R DOB SSN City
- BENNETT, BETTY, F WA 8/01/2001 HOWELL
- BENNETT, RONALD, M WA 7/01/1975 IRON MOUNTAIN
- BLACK, LISA, F BR 10/15/1963 WESTPHALIA
- BLACK, MICHAEL, U
- BLACK, MICHELLE, F AI 1/01/1999
- BLACK, ROBERT, M WA
- BLACK, ROBERTA, F WA LANSING
- BLUEBELL, BONNIE, U OT
- BONNER, BETTY, F
F3=Exit F6=Create F13=Cmnds F16=Calc
1902 - Session successfully started \\SCAO\1N6SQL5 on Ne03:
Start A B C QuarkPress ... Novell Group... 4:19 PM

Case Disposition for Adoption Proceedings

Step #3

Enter a "C" for cases next to the name and press <ENTER>.

MITTSJ37 UCHRDFK UCSDGEN Environment TEST
Work with Names 5/19/04
* Adoptions *
Next: ADN Case: _____ Court: P 13 13
Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info
J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts
Name: BENNETT, B
Name GDR R DOB SSN City
C BENNETT, BETTY, F WA 8/01/2001 HOWELL
BENNETT, RONALD, M WA 7/01/1975 IRON MOUNTAIN
BLACK, LISA, F BR 10/15/1963 WESTPHALIA
BLACK, MICHAEL, U
BLACK, MICHELLE, F AI 1/01/1999
BLACK, ROBERT, M WA
BLACK, ROBERTA, F WA LANSING
BLUEBELL, BONNIE, U OT
BONNER, BETTY, F
F3=Exit F6=Create F13=Cmnds F16=Calc

Step #4

You will be returned to the **Work with Cases for Name** screen.

MITTSJ37 UCSDGEN Environment TEST
Work W/Cases for Name 5/19/04
BENNETT, BETTY, .00
Next: _____ Case: _____ Court: P 13 13
Type options, press Enter.
2=Change 4=Delete 5=Display 6=Notes A=Abs B=Bonds C=Charges E=Events
F=Forms M=Money N=Nxt Actns P=Parties R=ROA S=Sent W=Warrant Z=Receipt
Case Jur Pty Typ Alt Pty Filed Court Balance
- 2004 0000002848 AY BIR 1 2/01/2004 0 P 13 13 .00
BETTY BENNETT
F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F17=Top F18=Bottom F21=Prt

Case Disposition for Adoption Proceedings

MITTSJ37 UCHRD FK UCSCGEN Environment TEST 5/19/04

Work with Names

* Adoptions *

Next: ADN Case: Court: P 13 13

Type options, press Enter.

2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info
J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: BENNETT,B

Name	GDR	R	DOB	SSN	City
BENNETT,BETTY,	F	WA	8/01/2001		HOWELL
BENNETT,RONALD,	M	WA	7/01/1975		IRON MOUNTAIN
BLACK,LISA,	F	BR	10/15/1963		WESTPHALIA
BLACK,MICHAEL,	U				
BLACK,MICHELLE,	F	AI	1/01/1999		
BLACK,ROBERT,	M	WA			
BLACK,ROBERTA,	F	WA			LANSING
BLUEBELL,BONNIE,	U	OT			
BONNER,BETTY,	F				

F3=Exit F6=Create F13=Cmnds F16=Calc

Step #3

Enter a "C" for cases next to the name and press <ENTER> .

Step #4

You will be returned to the **Work with Cases for Name** screen.

MITTSJ37 UCGJDFK UCSCGEN Environment TEST 5/19/04

Work W/Cases for Name

BENNETT,BETTY,

Next: Case: Court: P 13 13

Type options, press Enter.

2=Change 4=Delete 5=Display 6=Notes A=Abs B=Bonds C=Charges E=Events
F=Forms M=Money N=Nxt Actns P=Parties R=ROA S=Sent W=Warrant Z=Receipt

Case 2004 0000002848 AY BIR 1 2/01/2004 P 13 13 Balance .00

BETTY BENNETT

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F17=Top F18=Bottom F21=Prt

NOTE
The current status of this case is O (OPEN)

Case Disposition for Adoption Proceedings

Step #4

Since we want to create an event, select "E" for Events next to the case and then <ENTER> .

Step #5

You will be returned to the **Work with Events** screen.

Case Disposition for Adoption Proceedings

MITTSJ37 UCFZDFK UCSGEN Environment TEST
5/20/04
Work with Events
Next: Case: 2004 0000002848 Court: P 13 13
AY *****
Attorneys: OPEN
RECK Filed: 2/01/2004 Disposed: Reopened:
Type options, press Enter.
2=Change 4=Delete 5=Display F=Form M=Monetary P=Program/Results S=Sentence
Date: _____
Evt# Event Cnt Pty Attny Jurist Receipt Amount
- 4/03/2004 17 POS BIR 1 .00
Service on Adopting Mother/Adopting Father-
- 4/03/2004 16 NPA ADM 1 .00
- 4/03/2004 15 NPA BDF 1 .00
+
F3=Exit F6=Create F10=Name F13=Cnds F16=Calc F17=Top F18=Bottom F21=Print
Record added.
+

Step #6

We want to create an event, therefore select <F6> to create

Step #7

You will be returned to the **Edit Event** screen.

MITTSJ37 UCIXE1K UCSGEN Environment TEST
5/20/04
Edit Event
Crt: P 13 13 Jurist: RECK Bond: Auth: OPEN
Case: 2004 0000002848 AY BETTY BENNETT
Atty: Worker:
File: 2/01/2004 Dispose: Reopen: Close:
Evt: Dte: 5/20/2004 Plea: Dsp: Pgm/Rslt: Monetary: _
Pty: Cnt: Attny: Jur: Due Dte: _
Cmt: _
Form: Register: Receipt: Amount: _
Legal Status: Curfew Time: Weekday: /Weekend: _
Placement: Type: Custody: Begin: End: _
Facility: Spec Rate: Pty: No Charge: _
Schedule Next Action:
Next: Date: Time: Jur: Ctrm: _
Cmt: _
F3=Exit F10=Name F13=Cnds F14=More Comments F16=Calc F20=Bonds

Case Disposition for Adoption Proceedings

NOTE: The current case status is **OPEN**

EXAMPLE - Order for Adoption event type.

MITTSJ37 UCIXE1K UCSGEN Environment TEST 5/20/04
Edit Event

Crt: P 13 13 Jurist: RECK Bond: OPEN
Case: 2004 0000002848 AY BETTY BENNETT
Atty: Worker:
File: 2/01/2004 Dispose: Reopen: Close:

Evt: ADPO Dte: 6/01/2004 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: ___ Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Cmt: ___
Form: ___ Amount: ___

Legal Stat: ___
Placement: Type: ___ Custody: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F10=Name F13=Cmts F14=More Comments F16=Calc F20=Bonds

1902 - Session successfully started \\SCAO\IN65QL5 on Ne03: 10:00 AM

Step #8

Enter the event code for the document that will dispose this case.

Step #9

Dispose the case with the disposition code appropriate for this case by entering the code at the **Dsp** field

MITTSJ37 UCIXE1K UCSGEN Environment TEST 5/20/04
Edit Event

Crt: P 13 13 Jurist: RECK Bond: Auth: OPEN
Case: 2004 0000002848 AY BETTY BENNETT
Atty: Worker:
File: 2/01/2004 Dispose: Reopen: Close:

Evt: ___ Dte: 5/20/2004 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: ___ Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F10=Name F13=Cmts F14=More Comments F16=Calc F20=Bonds

1902 - Session successfully started \\SCAO\IN65QL5 on Ne03: 9:57 AM

Case Disposition for Adoption Proceedings

Step #10

If you do not know the disposition code, <F4> prompt at the **Dsp** field.

Step #11

Select the appropriate disposition with a "1" and press <ENTER> .

Case Disposition for Adoption Proceedings

MITTSJ37 UCIXE1K UCXGEN Environment TEST 5/20/04
Edit Event

Crt: P 13 13 Jurist: RECK Bond: Auth: OPEN
Case: 2004 0000002848 AY BETTY BENNETT
Atty: Worker:
File: 2/01/2004 Dispose: Reopen: Close:

Evt: ADPO Dte: 5/01/2004 Plea: Dsp: FINL Pgm/Rslt: Monetary: -
Pty: BIR 1 Cnt: Attny: Jur: J 31144 Due Dte: -
Cmt: -
Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend: -
Placement: Type: Custody: Begin: End: -
Facility: Spec Rate: Pty: No Charge: -

Schedule Next Action:
Next: Date: Time: Jur: Ctrm: -
Cmt: -

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds
Party Type and Party Nbr must be entered

Step #12

You may add additional comments at the **Cmt** field. When you have entered all desired information, press <ENTER> .

Step #13

Note that the case has gone from OPEN to ADJU (Adjudicated) and the date the case was disposed is taken from the date of the event

DISPOSED ADJU

MITTSJ37 UCIXE1K UCXGEN Environment TEST 5/20/04
Edit Event

Crt: P 13 13 Jurist: RECK Bond: Auth: ADJU
Case: 2004 0000002848 AY BETTY BENNETT
Atty: Worker:
File: 2/01/2004 Dispose: 5/01/2004 Reopen: Close:

Evt: Dte: 5/20/2004 Plea: Dsp: Pgm/Rslt: Monetary: -
Pty: Cnt: Attny: Jur: Due Dte: -
Cmt: -
Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend: -
Placement: Type: Custody: Begin: End: -
Facility: Spec Rate: Pty: No Charge: -

Schedule Next Action:
Next: Date: Time: Jur: Ctrm: -
Cmt: -

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

The case be will be counted on the Caseload Report, Part 2 (Method of Disposition) Section G (Adoption).

Case Disposition for Adoption Proceedings

MITTSJ37 UCGJDFK UCSGEN Environment TEST
Work W/Cases for Name 5/20/04
BENNETT, BETTY, .00

Next: ____ Case: ____ Court: P 13 13

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Notes A=Abs B=Bonds C=Charges E=Events
F=Forms M=Money N=Nxt Actns P=Parties R=ROA S=Sent W=Warrant Z=Receipt
Case Jur Pty Typ Alt Pty Filed Court Balance
- 2004 0000002848 AY BIR 1 2/01/2004 A P 13 13 .00
BETTY BENNETT

NOTE
The current status of this case
has changed from **O (OPEN)**
to **A (Adjudicated)**

F3=Exit F6=Create F10=Name F13=Cmnd F16=Calc F17=Top F18=Bottom F21=Prt

1902 - Session successfully started \\SCAO\IN6SQL5 on Ne03:
Start Novell ... A B C S1 - [2... QuarkX... Microso... 10:43 AM

Step #14

You may add additional comments at the **Cmt** field. When you have entered all desired information, press <ENTER> .